



# SSVF Office Hours Webinar Series

## Legal Service Expansion Planning Tool

November 5, 2021

[Link to Audio](#)



# Agenda

- **Review Purpose of Planning Tool**
- **Review Sections I and II of the Planning Tool**
- **Finances**
- **Question and Answer**



# Presenters

**Carolyn Head** - Regional Coordinator, *SSVF*

**Bobby Thompson** – Finance Project Coordinator,  
*SSVF*

**Louise Rothschild** – Senior Associate, *SSVF TA*

**Phil Allen** – Associate, *SSVF TA*







# SSVF Legal Services

## Why We Need a Plan





# *SSVF Legal Services Tool Purpose*



- This tool will outline each grantee's plan to provide legal assessment and services to Veteran households enrolled in the SSVF program.
- The goal is to enhance SSVF provision of legal services by increasing Veteran access through expanded and improved direct legal aid partnerships.
- SSVF grantees serve a vital role in resolving legal barriers to housing stability via timely and consistent assessment of legal needs and provision of direct legal services.

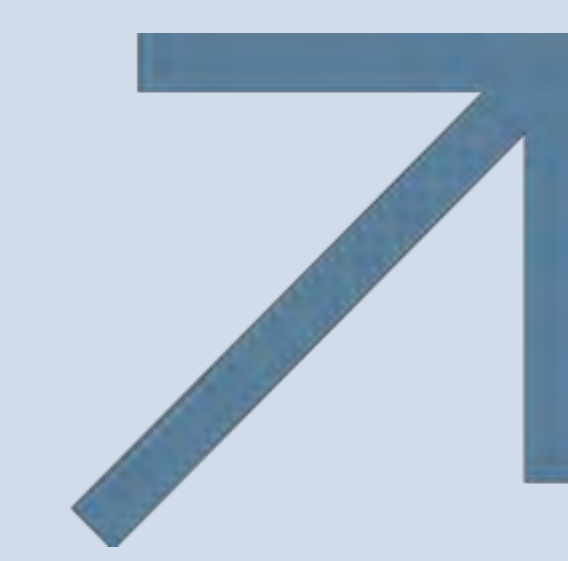




# Planning Tool Link and Submission Instructions

## Planning Tool Link:

[https://www.va.gov/HOMELESS/ssvf/docs/Legal\\_Services\\_Planning\\_Tool.doc](https://www.va.gov/HOMELESS/ssvf/docs/Legal_Services_Planning_Tool.doc)



One plan per Grantee completed in collaboration with the Grantee's identified legal services provider



Submit via email to your Regional Coordinator



**DUE: 11/23/21**





## Section I



- Identifying Legal Service Providers
- Assessment and Engagement
- Referral and Collaboration
- Grantee Coordination



# Identify Legal Services Provider

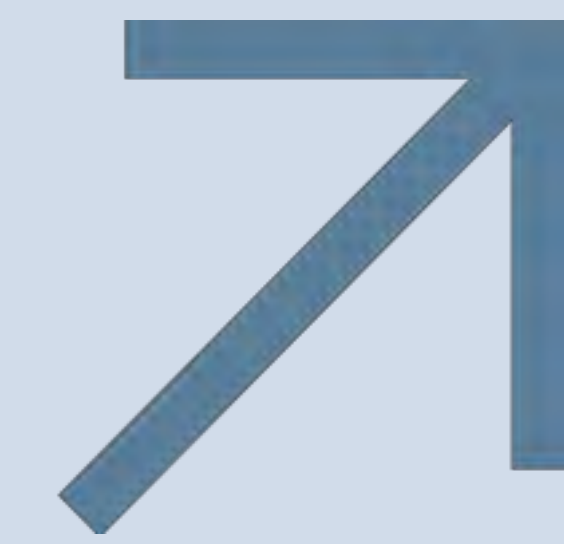
## Takeaway

### Keys to a Successful Partnership

Key resource to identify a legal provider for Veterans - [Legal Help for Veterans - Office of General Counsel](#)



Mission Driven: Both partners should work to address: “What are the barriers to permanent stable housing?”



Identify Unique Roles: Articulate the role of Legal Aid versus SSVF



Open and continuous dialogue: Build in time for client services staff, program managers and legal aid staff to consult on clients



Meet and train regularly





# FAQs

*Identify Legal Services Provider*





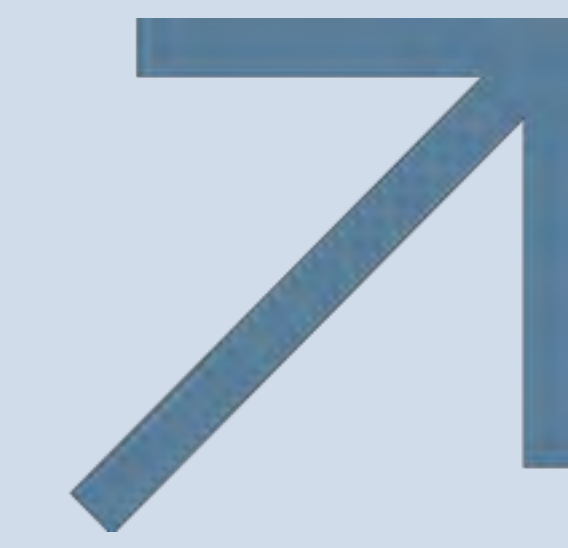
# Assessment and Engagement

## Takeaway

Work with legal service providers or in-house counsel to answer these key questions:



Who will develop the assessment tool and process?



How will Veteran households be assessed for legal service needs?



Who will assess the Veteran household for legal services?



At what frequency will Veteran households be assessed?

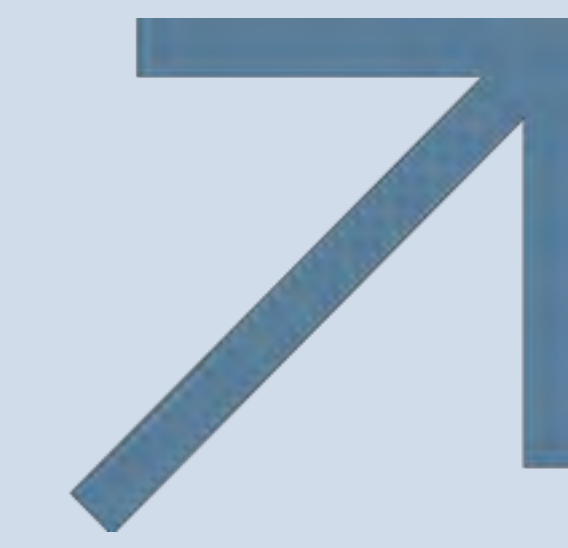


# Assessment and Engagement

## Key Considerations



Equity needs to be centered in the development of any locally developed evolution tool and/or method



Grantees should develop a local means to evaluate legal need



There is no universal or prescribed assessment tool



Legal need evaluations may be phased and dynamic



# Referral and Collaboration

**Grantees are advised to thoroughly consider the following:**



Referral process and flow



Release of Information and  
Lawyer Client Privilege



Coordination and  
communication between Legal  
Aid and Case Manager



Training and competency



# FAQs

*Assessment and Engagement &  
Referral and Collaboration*







## Grantee Coordination



Are you communicating with grantees  
that share geography?





## Section II

- Model of Implementation
- Reporting





## *Model of Implementation*

*Will direct legal services be provided by contract or in-house counsel?*

- *Payment Structure*
  - ❖ *Flat fee vs Fee-for-Service*
- *Capacity to serve Veteran households*
- *Spending*
- *Monitoring*
- *Legal Services Provided*







# FAQs

*Models of Implementation*





# Reporting Key Considerations

## Takeaway

Data collection and quality will be important factors for successful implementation



HMIS



Efficacy of Intervention



Frequency of Reporting



# FAQs

*Reporting*







# Grants Management

## Finances







## FUNDING FOR LEGAL SERVICES EXPANSION

- Addendums (as part of your signed FY22 MOAs) will be sent in the next couple weeks outlining exactly how much funding will be provided for Legal Services as well as Health Care Navigator (HCN).
- This funding is separate from the Shallow Subsidy expansion funds you have already signed MOAs and addendums for.
- Current funding (CARES/FY21) can/should be used to cover costs incurred as efforts to ramp up begin now.





## BUDGETING FOR FUTURE HCN/LEGAL FUNDS IN CONJUNCTION WITH FY22 FUNDS

- HCN/Legal Funds will not be accessible until current CARES/FY21 funds are exhausted
  - Will then get access to FY22 and additional HCN and Legal specific ARP funds
  - Two accounts in Payment Management System, one for FY22 award and one for HCN/Legal
- One budget will be submitted in 3<sup>rd</sup> quarter FY22 to account for all FY22 funds as well as the additional HCN/Legal specific ARP funds.





## IMPACT ON CURRENT BUDGETS

- Updated budgets for current CARES/FY21 funds will need to be resubmitted to include costs for HCN and Legal (if not already included) and recalculating of spending projections.
  - If both expenses are already included, the activity can be resubmitted as is.
  - If either expense needs to be added, please add and review/update spending projections (i.e. date ranges for **each “bucket” of funding**).
  - Updated CARES/FY21 revisions will be due by 11/12/2021



# FAQs

*Finances*







**THANK YOU** for all you do to  
assist Veterans and their  
families!

*Additional questions may be sent to the SSVF Program Office at [ssvf@va.gov](mailto:ssvf@va.gov).  
Project specific & compliance questions should be sent to your Regional  
Coordinator.*